

West Liberty Public Library 6/11

Children's Librarian

Responsible for organizing and leading library programming for children, pre-K-6th.. Assists patrons in selection and use of library materials. Assists in selecting materials to be added to the Library's collection. Works closely with Library Director in developing policy and long and short term planning for Children's Department.

Duties may include but not inclusive to the following:

1. Plan, organize, and lead programming for children, PreK-6th.
2. Assists patrons in selecting and use of library materials
3. Assists in the selection of materials and in maintenance of the Children's Collections
4. Closely monitors budget for Children's Dept.
5. Assists in promotion of the Library
6. Monitors the Children Department, patrons and volunteers.
7. Works closely with Library Director on policy for Children's Department
8. Prepare data and reports for the Directed as needed or requested.
9. Research and write for grant moneies and materials for the Children's Dept.
10. Accepts other Library assignments and is qualified to work in any departments or area of the Library, circulation and reference desks

Knowledge, Skills, and Abilities

1. Knowledge of basic library practices and functions
2. Be willing to become a Certified Iowa Librarian and attend CE classes as needed.
3. Knowledge of needs and abilities of children
4. Ability to administer the activities of children's library services and monitor work of others.
5. Ability in oral and written communications
6. Ability to help in developing short and long term planning for children's department.
7. Ability to work with others, staff and patrons
8. Knowledge of written and spoken English required, Spanish helpful

Supervisor and Evaluation

Library Director

Education

High school diploma or equivalent

Personnel Status

Permanent Part-time or full-time